

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

TRANSIT OPERATIONS TECHNICIAN

Purpose:

To actively support and uphold the City's stated mission and values. To perform technical field and office transit operations work in the organization development and maintenance of transit stop locations and treatments to include maintaining transit route information at all stops and making recommendations for stop/amenity improvements. Conducts special projects and other duties as assigned.

Supervision Received and Exercised:

Receives general supervision from the Transit Operations Supervisor and other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Maintain transit route information at all transit stops.
- Post transit information on the Internet.
- Prepare reports on standard operational issues (e.g. summary report of work orders over time), or on special projects. Utilize database and spreadsheet programs to track related transit data.
- Research passenger comments regarding stops and amenities, and make recommendations for physical improvements to stops and amenities.
- Observe and collect transit site data to help with contract monitoring.
- Draft basic plans and diagrams on the computer (i.e. mapping transit/stop sites using such computer applications as map info, intergraph, GIS, or CAD). Assist in the development of engineering designs for transit stops and related street improvements.

CITY OF TEMPE

Transit Operations Technician (continued)

- Develop work order procedures for the installation or removal of stops and amenities.
- Assist with resolving conflicts of passengers and property owners regarding stops and amenities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year administrative or technical experience in assisting with transit operations or traffic engineering functions.

Training:

Equivalent to completion of the 12th grade, with additional training or course work in graphing/mapping, transportation planning, municipal planning, engineering, business or public administration.

Licenses/Certifications:

Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 6589

Salary Range: 18

Compensation Plan: P40/Regular

FLSA: Non-Exempt